

VOLUNTEER OPPORTUNITY

Position Open: Applications will be accepted until position(s) are filled.

Position Title: Data Entry Operator. (Phoenix)

Department/Division: Rocky Mountain Information Network.

Workplace Address: 2001 W. Pinnacle Peak Rd. Phoenix, Arizona 85080.

Number of Hours/Week: Flexible

Days of Work Week: Flexible

Start/End Hours: Flexible, during normal business hours

Position Description: Arizona enacted a law in 2007 which requires DPS to collect metal transactions from all recyclers statewide and enter them into a database. Currently, we have a significant backlog that needs to be addressed.

Qualifications: Data entry experience preferred.

Application and Selection Process: Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

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